

SUBDIVISION PUBLIC HEARING FORM

Huntsville City Planning Commission

Name of Subdivision _____

Former Name of Subdivision _____

Owner's name _____ Date of Hearing _____

Owner's Engineer _____ Date this form received _____

I certify the following _____ names, and addresses include all land owners immediately adjoining the platted land, as their names appear upon the plats in the county tax assessor's office and their addresses appear in the tax records of Madison County.

Representing Owner's Engineer Signature _____

	Name	Full Address	Certified Mail Identification
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

SUBDIVISION PUBLIC HEARING ADDITIONAL PROCEDURES

In addition to your Public Hearing Form your submission must include :

- 1) An excel spreadsheet of adjoining property owners, listing in separate columns: Name, Last Name, Address, City, State, Zip Code. (electronically sent)
- 2) Addressed or Window envelopes (4-1/8-x-9-1/2) for each adjoining property owner with Certified Mail Labels PS 3800 attached. The PS 3800 should be adhesively attached to the envelope (see sample on Pg.3)
- 3) Envelopes return address at the upper left corner should be:

City of Huntsville Planning Department PO BOX 308 Huntsville, AL 35804

- 4) Each Certified Mail Label (PS 3800) should include an identification number and pull off receipt, this identification number should be included in your Public Hearing Form under the "Certified Mail Identification" column.
- 5) Completed PS Form 3811 (paper clipped to corresponding letter)
 - a) A completed PS Form 3811 should include under "Sender Column 1" the First and Last Name of the Adjacent Property Owner and the Project Name
i.e. John Jacobs RE: Hamilton Ridge (see sample on Pg.3)
 - b) A completed PS Form 3811 should have check marked "Certified Mail"
 - c) Return Address on the back of the PS 3811 Form should be :

City of Huntsville Planning Department PO BOX 308 Huntsville, AL 35804

Sample Certified Public Hearing Envelope and PS 3811

Envelope with PS 3800 attached:

City Of Huntsville
Planning Department
P. O. Box 308
Huntsville, AL 35804

CERTIFIED MAIL®



9589 0710 5270 0480 1000 20

John Hamilton
123 Main Street
Huntsville, AL 35801

PS 3811 :

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none">■ Complete items 1, 2, and 3.■ Print your name and address on the reverse so that we can return the card to you.■ Attach this card to the back of the mailpiece, or on the front if space permits.	A. Signature X <input type="checkbox"/> Agent <input type="checkbox"/> Addressee
1. Article Addressed to: John Hamilton RE: Hamilton Ridge	B. Received by (Printed Name) C. Date of Delivery
2. Article Number (Transfer from service label) 9590 9402 8655 3244 9850 01	D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, enter delivery address below:
	3. Service Type <input type="checkbox"/> Adult Signature <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail™ <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt

USPS TRACKING #	First-Class Mail Postage & Fees Paid USPS Permit No. G-10
 9590 9401 0000 5191 0000 12	
United States Postal Service	* Sender: Please print your name, address, and ZIP+4® in this box* CITY OF HUNTSVILLE Planning Department P.O. Box 308 Huntsville, AL 35804